

## CONSTRUCTION

The University of Washington obtains the services of contractors through the following processes:

**Small Works Roster:** The Small Works Roster is used for soliciting bids, without public advertisement, from contractors on construction projects valued between \$45,000 and \$300,000. (Single trade work costing less than \$45,000 and multiple trade work costing less than \$90,000 is normally performed by University personnel. Work costing more than \$300,000 is publicly advertised.) There are three construction categories on the Small Works Roster for work at all non-medical center locations (Seattle, Tacoma, Bothell, etc.): General Contractor, Mechanical Contractor, and Electrical Contractor. Applications for the Small Works Roster are available online and are accepted any time during the year. Contractors placed on the roster must meet certain minimum qualifications as outlined on the application form.

**Critical Patient Care Facilities Roster:** The Critical Patient Care Facilities Roster is used for soliciting bids under State law (RCW 28B.20.744), without public advertisement, from contractors on construction projects valued at \$5 million and under at the University of Washington Medical Center and Harborview Medical Center. The roster includes two categories: Roster A is for projects that include life-critical elements and Roster B is for all other projects. To be placed on the roster, contractors must meet certain qualifications that are described on the website. Submissions of qualifications may be made at any time during the year.

**Design/Bid/Build:** Most projects estimated to cost from \$300,000 to \$10 million follow the traditional model of public works contracting: the University hires an architect or engineer to design the project and prepare construction documents, which are then publicly advertised for bid in the *Seattle Daily Journal of Commerce* newspaper. The University awards to the responsible bidder submitting the lowest responsive bid. Subcontractors may contact general contractors bidding on projects about submitting subcontractor bids.

**Job Order Contracting:** The Job Order Contracting method of contracting is authorized by State law (RCW 39.10) and permits the University to award a contract to up to two contractors based on bids for a percentage discount or markup of a standard industry price book (e.g., R.S. Means). Once awarded, individual "work orders" for specific projects valued at less than \$300,000 each may be authorized by the University. At least 90% of the total dollar amount of the Job Order Contract must be performed by subcontractors. The University's current Job Order Contractor is Centennial Contractors Enterprises, Inc.

**On-Call Contracts:** Periodically, the University advertises for on-call construction services, and awards contracts to the lowest bidder based on unit prices for estimated quantities of work. In 2010, the University awarded separate multi-year on-call contracts for paving and asbestos abatement.

**GC/CM:** Large and complex projects are often awarded through the General Contractor/Construction Manager (GC/CM) model permitted by State law (RCW 39.10). The University selects a contractor (GC/CM) early in the design process based primarily on qualifications and certain cost elements. As the design is developed, the GC/CM works with the designer to help control costs and ensure constructability. The University then negotiates a final contract amount with the GC/CM, who publicly bids the various subcontract packages that are part of the work. Most of the work under the GC/CM form of contracting is performed by subcontractors.

**Design/Build:** Some complex projects estimated to cost more than \$10 million are built using the Design/Build contracting model, in which one firm performs both the design function and the construction work. Like the GC/CM model, this form of contracting is authorized by State law (RCW 39.10). Most of the work under Design/Build contracts is performed by subcontractors.

**Locations:** The University of Washington's Capital Projects Office manages construction projects for facilities at the following locations: Main Campus in Seattle, UW Medical Center, Harborview Medical Center, UW Bothell, UW Tacoma, and Friday Harbor.

**Requirements:** All public works contracts awarded by the University require payment of prevailing wages, withholding of retainage from each progress payment, submission of a payment and performance bond, and naming the University as an additional insured on the contractor's General Liability insurance policy.

**MWBE:** The University is committed to providing the maximum practicable opportunity for participation by minority-owned business enterprises (MBE), women-owned business enterprises (WBE), and small businesses in its contracts and through subcontracting and supplier participation. Voluntary goals for most projects are established at 10% for MBEs and 6% for WBEs. However, the University does not require a minimum level of MWBE participation as a condition for entering into a contract.



## ARCHITECTURAL & ENGINEERING SERVICES

Architects, engineers, and related consultants provide services to the University of Washington through the following processes:

**Consultant Roster File:** Each year, the University solicits statements of qualifications from consultants to perform the following types of services: architectural, engineering, environmental assessments, cost estimating, constructability reviews and value engineering, schedule analysis, and planning and pre-design studies. Specific information must be included in the statement of qualifications, which are accepted any time during the year.

While firms submitting statements of qualifications are automatically included on the Roster, inclusion on the Roster does not represent a prequalification, and there is no guarantee that any particular firm will actually receive a contract based on being included on the Roster. The University will evaluate qualifications of consultants on the list to select the most qualified consultant for individual projects where the total project cost (design, construction, and other costs) is less than \$4 million. For certain projects, the University will also interview firms as part of the selection process.

**On-Call Master Agreements:** The University periodically advertises in the *Seattle Daily Journal of Commerce* newspaper for on-call consulting services in the following areas: architectural, engineering, hazardous materials, project management/construction management, preconstruction services, and cost review. Multiple qualified firms are selected and a Master Agreement is executed with each. As specific work assignments arise, individual authorizations are executed between the consultant and the University. Most Master Agreements are established for a two or three year period and have a maximum dollar amount of work that may be accomplished under the Master Agreement.

**Public Advertisement:** For projects where the total project cost (design, construction, and other costs) exceeds \$4 million, the University will solicit architectural and/or engineering qualifications for the project in an advertisement in the *Seattle Daily Journal of Commerce* newspaper. The University will evaluate the qualifications of those responding to the advertisement and select the most qualified consultant for the project. An interview is part of the selection process for the finalist firms.

**Sub-Consulting:** The University typically contracts with one architectural or engineering firm for each project. Therefore, specialty discipline work related to a project is usually conducted by sub-consultants working for the architect or engineer. Firms who provide these specialty services should establish relationships directly with the architects and engineers under contract with the University to explore sub-consultant opportunities.

**Locations:** The University of Washington's *Capital Projects Office* manages design contracts for facilities at the following locations: Main Campus in Seattle, UW Medical Center, Harborview Medical Center, UW Tacoma, Friday Harbor.

**MWBE:** The University is committed to providing the maximum practicable opportunity for participation by minority business enterprises (MBE), women business enterprises (WBE), and small businesses in its contracts and through subcontracting and supplier participation. Voluntary goals for most projects are established at 10% for MBEs and 6% for WBEs. However, the University does not require a minimum level of MWBE participation as a condition for entering into a contract.



# UNIVERSITY OF WASHINGTON

## Architect/Engineer Roster

### 2011 Advertisement for Annual Qualifications

During 2011, the University of Washington (University) will use the Shared Procurement Portal A/E Roster (Roster) for selecting the most qualified consultants for selected projects where the total project cost (design, construction, and other costs) is less than \$4 million. Firms interested in working with the University on these select projects must apply for inclusion on the Roster or update their information there to reflect the type of work for which the University will be selecting consultants. The website of the Shared Procurement Portal is:  
<https://www.sharedprocurementportal.com>.

Firms may apply for the Roster at any time during the year.

For projects where the total project cost exceeds \$4 million, the University will solicit qualifications for the project in an advertisement in the Seattle Daily Journal of Commerce (DJC). Additionally, the University may solicit qualifications in an advertisement in the DJC for certain projects where total project cost is less than \$4 million. Firms do not need to be included on the Roster of qualified consultants in order to respond to project specific advertisements for qualifications.

The University is committed to providing the maximum practicable opportunity for participation by minority business enterprises (MBE) and women business enterprises (WBE) in contracts for architectural, engineering, and related services through direct contracts with the University, sub-consulting or supplier participation, and strongly encourages MBEs and WBEs certified by the State OMWBE to apply to the Roster. Voluntary goals are established for most projects and are generally set at 10% MBEs and 6% WBEs. However, no minimum level of MWBE participation is required as a condition for entering into a contract.

Questions about the Shared Procurement Portal may be directed to [Rosterhelp@ecitygov.net](mailto:Rosterhelp@ecitygov.net) or at the University to Doug Jennings at [djenning@uw.edu](mailto:djenning@uw.edu).

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